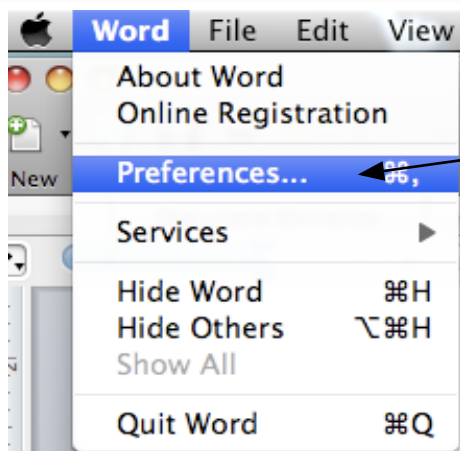
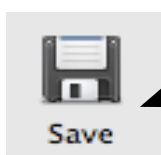


"How to" change your default format for Microsoft Word files.

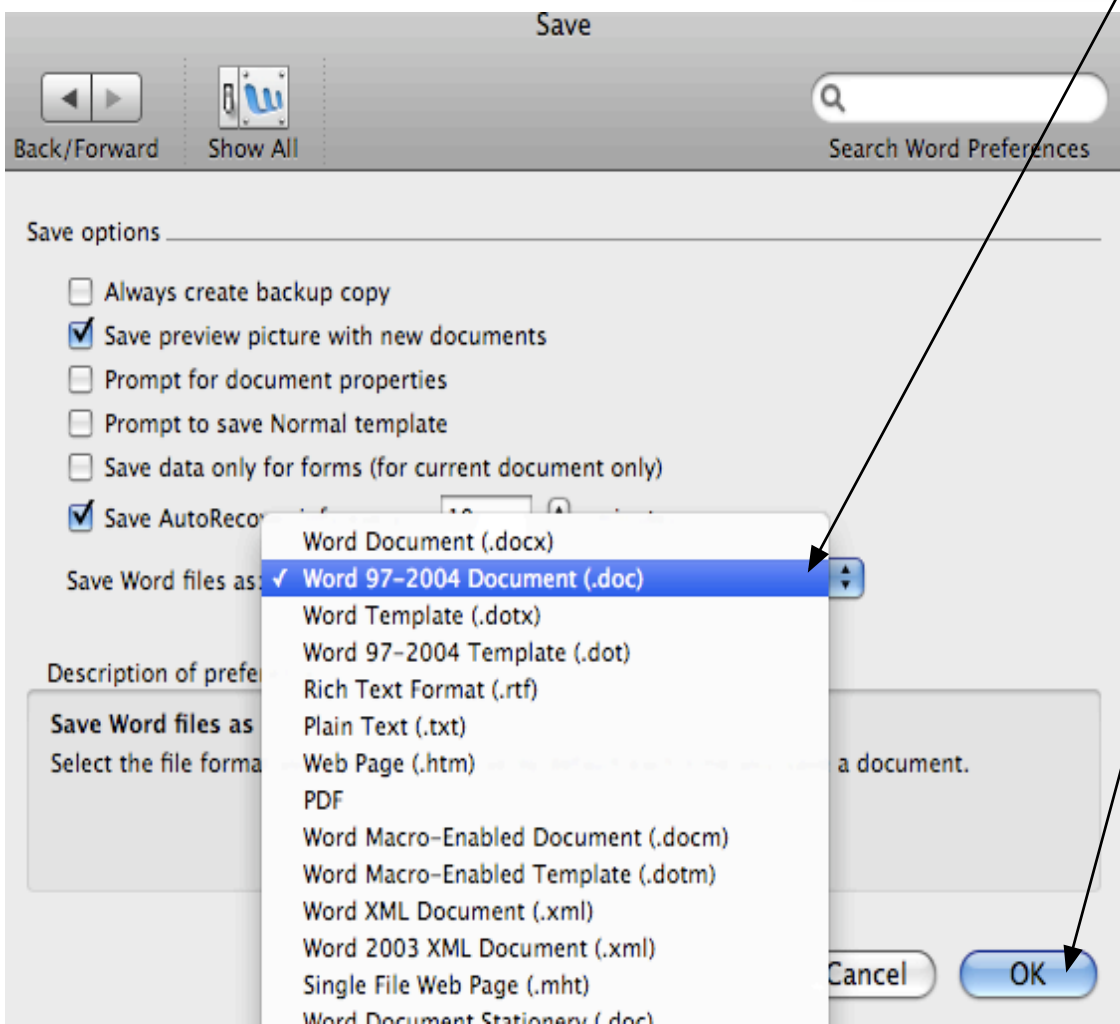


1. Click on Preferences under the Word menu

2. Click the Save option under Output and Sharing



3. Use the drop down and select Word 97-2004 Document (.doc)



4. Press OK